

National Imagery and Mapping Agency

Visit our home page at www.nima.mil.

Our Mission:

NIMA provides timely, relevant, and accurate
Geospatial Intelligence in support of national security.

Our Vision:

Know the Earth...Show the Way

VACANCY ANNOUNCEMENT

Announcement Number: 035804

Opening Date: August 25, 2003

Closing Date: September 5, 2003

POSITION TITLE & SERIES: NIMA Staff Officer, NI-04

PAY BAND & SALARY RANGE: Band 04 \$69,054 - \$111,527

DUTY STATION: Reston Va

AREA OF CONSIDERATION: All Sources

ASSIGNMENT DESCRIPTION

NIMA Staff Officers independently perform a wide range of functions and tasks which require vision, leadership, and proficiency in developing, explaining, and implementing policy; working from an Agency perspective; and problem identification, analysis, and resolution. They develop pertinent information and communicate it to varied audiences (e.g., NIMA, DoD, IC, Federal government, Congress, the media, the public, the international community, and private industry) in a timely and appropriate manner.

ADDITIONAL INFORMATION PROVIDED BY SELECTING OFFICIAL: Serves as a staff officer in the NIMA Office of Geospatial Intelligence Management, Requirements and Analysis Division. In particular, supports the expanding NSGI Requirements Process, which deals primarily with requirements from NIMA components and from a full range of NSGI partners and customers to add to or otherwise change NIMA systems or other (e.g. deployed staff) baselines. NSGI requirements are intended to impact on the NIMA POM/IPOM or to cause some adjustment in NIMA spending or activity in the budget or budget plus one years. The Requirements officer helps to gather, analyze, coordinate, delegate, and track requirements; to monitor programming or funding proposals and their implications; to ensure appropriate implementation activity; and to provide feedback to the requesters and other stakeholders. The Officer will work with, through, and in support of the NSGI Requirements Analysis Team, a cross-NIMA, cross community, forum that reports to the Geospatial Intelligence Board, and as necessary, to D/NIMA's Geospatial Intelligence Council. Process improvement--streamlining, expanding, integrating--is another important component of the officer's duties. Further, the selectee will be involved in a range of other OGM-sponsored or supported activities to further the objectives of the the NSGI Functional Manager.

MANDATORY QUALIFICATIONS

Skills

Organizational Representation; Oral Communication; Problem Identification, Analysis and Resolution

Knowledges

NIMA mission, vision, goals, and values; Basic writing principles (e.g., organization of ideas, active voice)

DESIRABLE QUALIFICATIONS

Skills

Technical/Specialized Writing (RA); Geospatial Source Analysis; Research/Information Gathering (RA); Geospatial Data Maintenance; Geospatial Information Processing; Geospatial Product/Information Generation (RA); Geospatial Data Integration; Quality Assurance (RA); Resources Defense; Report and Document Review/Edit; Agreement and Proposal Analysis; External Coordination; Interpersonal Relationship Development/Networking; Briefing and Oral Presentation; Leadership; Data Analysis and Evaluation(GA); Customer Information Analysis (GA); Visit/Event Coordination

Knowledges

NIMA products and services; Customer requirements; Mission planning and intended use; Intelligence Community (IC) membership, mission, goals, and priorities; Customer requirements identification techniques; Customer service principles; Intelligence Community (IC); Problem identification techniques; NIMA Mapping, Charting, and Geodesy (MC&G) area requirements process; Corporate goal, vision, and direction setting techniques; NIMA internal coordination and approval processes

SPECIAL INFORMATION

XX Two Year Probationary Period
XX U.S. Citizenship Required
XX Position Subject to Drug Testing
XX Security Clearance Required
 ___ Secret
 XX Top Secret
 XX Sensitive Compartmented Information
___ Polygraph Test Required
XX Direct Deposit Required
 (Condition of Employment)
___ Physical Examination Required
 ___ Color Vision Required
 ___ Stereoscopic Vision Required
___ Permanent Change of Station (PCS)
 includes travel/transportation expenses
 (pending available funds)
___ Shift Work
___ Safety Gear/Equipment
___ Financial Statement Required
___ Travel Required
 ___ Occasional
 ___ Frequent
 ___ Overseas

NOTES:

1. NIMA positions are in the Excepted Service under 10 USC 1601 appointment authority. All candidates and their immediate family members (i.e., spouse, parents, siblings, children and cohabitants of the individual requiring the security clearance) must hold United States citizenship to obtain the required security clearances. Candidates are subject to a thorough background investigation and may be required to undergo a medical examination. Some positions may also require a polygraph examination. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. Participation by civilian employees in the DOD Direct Deposit/Electronic Fund Transfer of Pay Program is required.

2. NIMA IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants are assured of equal consideration regardless of race, sex, age, religion, color, national origin, lawful political affiliation, marital status, sexual orientation, membership in an employee organization, or nondisqualifying physical or mental disability.

3. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources at (314) 263-4888 or DSN 693-4888, extension 138.

4. NIMA has implemented pay banding for all former General Schedule (GS) employees. The NIMA system consists of five pay bands and does not include regularly scheduled within grade increases. Annual performance evaluations determine the amount of increase within a pay band an employee will receive. The annual promotion process determines those employees who move to a higher band. The *basic salary ranges and equivalent GS grade levels for the five pay bands are:

Pay Band 01	\$15214	-	\$39685	(Equivalent to GS-01 through GS-07)
Pay Band 02	\$32158	-	\$53459	(Equivalent to GS-08 through GS-10)
Pay Band 03	\$42976	-	\$70395	(Equivalent to GS-11 through GS-12)
Pay Band 04	\$61251	-	\$98924	(Equivalent to GS-13 through GS-14)
Pay Band 05	\$85140	-	\$116358	(Equivalent to GS-15)

* These are the basic pay amounts. The Federal government has established numerous pay localities to provide locality pay adjustments that add to total pay according to geographic duty locations.

HOW TO APPLY/WHAT TO SUBMIT: In order to receive FULL consideration, all of the following documentation must be received by September 5, 2003.

1. Chronological resume (maximum of two pages, pages exceeding the two page resume limit will not be considered) showing SSN, Citizenship, and specific duties and specific dates pertinent to past positions held and description(s) of experience to ensure full consideration. **(NIMA uses an automated resume referral system. SF 171/OF 612, Application for Federal Employment, will NOT be accepted).** Resumes may be emailed via the Internet to hrjobs@nima.mil. The resume must be included in the BODY of the email message, do not send the resume as an attachment. **INDICATION OF YOUR SOCIAL SECURITY NUMBER AND CURRENT CITIZENSHIP ARE MANDATORY. Failure to provide this information will result in loss of consideration for this position.** See Privacy Act Statement.

NIMA does NOT accept attachments of any type. If more than one resume and/or narratives are required, the COMPLETE application (resume, narratives, DD214, SF50, transcripts, etc) will need to be faxed OR mailed instead of applying by email. The application must be received by the Announcement closing date.

2. Should any specific supplemental information be requested (normally found under paragraphs NARRATIVES REQUIRED and/or QUALIFICATIONS), submit them with your complete application package (See #1 above for attachment restrictions). Examples of such specific supplemental information include narrative statements.

3. Please let us know how you learned of this employment opportunity.

_____ INTERNET WEB SITE	_____ ADVERTISEMENT
_____ www.usajobs.opm.gov	_____ Newspaper
_____ www.nima.mil	_____ Magazine
_____ www.monster.com	
_____ OTHER (PLEASE SPECIFY)	

4. Current or former Federal employees must submit a copy of SF 50, Notification of Personnel Action that documents current/last permanent position title, series, grade, and salary. If you received a separation incentive, you must submit the SF 50 which documents the amount of the separation incentive.

5. Applicants claiming veterans' status/preference must submit a copy of DD Form 214, Certificate. Release or Discharge from Active Duty, SF 15, Application for 10-point Veteran Preference, and/or other information documenting veterans' status/preference eligibility for consideration.

All applicable documents must be submitted as a complete application package. Completed forms should be sent (or faxed 314-263-4977) to:

NATIONAL IMAGERY and MAPPING AGENCY
ATTN: HUMAN RESOURCES/MAIL STOP L-28 (ANNCT #035804)
3838 Vogel Rd
Arnold, MO 63010-6238

Commercial Telephone: 314-263-4888

DSN: 693-4888

Toll Free: 1-800-777-6104

COPIES OF VACANCY ANNOUNCEMENTS (to include qualification requirements and application procedures) ARE AVAILABLE BY CALLING: Human Resources at (314) 263-4888 or DSN 693-4888, extension 138. Users of the TDD system may use 314-263-4277 (Commercial) or 693-4277 (DSN) to access our TDD line between the hours of 8:00 a.m. and 3:00 p.m. (CST)

Privacy Act Statement

Authority: 5 U.S.C. sections 3301, 4118, 8347; 10 U.S.C. sections 1601-02; and Executive Orders 9397, 9830 and 12107.

Principal Purpose: This information is needed to ensure the accuracy of critical data in each employee/applicant record. The records have various uses by the agency, including screening qualifications and determining status, eligibility and rights and benefits under pertinent laws and regulations.

Routine Uses: Information may be disclosed in accordance with the routine uses established for OPM/GOVT-1, General Personnel Records, which permits disclosures to be made to the Equal Employment Opportunity Commission, the Department of Justice, to law enforcement agencies, and other Federal and state agencies.

Disclosure: Disclosure is voluntary. However, failure to provide your Social Security Number, as well as all other required information, will disqualify you from further employment consideration.

RESUME INSTRUCTIONS

1. Include your name, social security, and the announcement/advertisement number, if appropriate, on each page of your resume.
2. Resumes that cannot be appropriately scanned and processed will be returned.
3. Limit typed resumes to 2 pages. Pages exceeding the two page resume limit will not be considered.
4. Use black ink on 8.5 x 11 inch white, bond paper. Print on one side only.
5. Do not condense spacing between letters.
6. Use minimum 1/2 inch margin (top, bottom, right, and left).
7. Must use Arial standard typeface, 10 or 12 pitch.
8. Do not use fancy treatments such as italics, underline, bold, shadows, and reverse type (white letters on black background).
9. Type your name and social security number, i.e., John Jones - 123456789, on each page of the resume in the top left corner. **INCLUSION OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY.** See Privacy Act Statement.
10. Include country(ies) in which you have citizenship.
11. Avoid vertical and horizontal lines, graphics, and boxes.

RESUME FORMAT

NAME (First, MI, Last)

Home Address (abbreviate State)

Home Phone

Work Phone

Primary Email Address

Include the country(ies) in which you have citizenship (**MANDATORY**)

Mailing Address (if different from home address)

Social Security Number (**MANDATORY**)

Announcement Number

EXPERIENCE: (Begin with current position and list only those positions which you feel are relevant)

ALL DESCRIPTIONS OF EXPERIENCE MUST INCLUDE THE FOLLOWING INFORMATION:

- . Employer's name and address
- . Start and end dates (month and year)
- . Position title and current salary
- . Supervisor's name and phone number
- . All major tasks
- . All systems you have worked with or on
- . Any software program(s) or hardware you have used
- . Any specialized equipment used
- . Any special program(s) managed
- . Regulations, directives, technical orders, instructions, etc., you have worked with, implemented, researched or developed that are pertinent to your career path
- . All other relevant information you would like to include

Years of experience may be grouped together, if they are the same or similar in nature. Only experience that you believe is relevant to the positions for which you desire consideration needs to be included in your resume.

EDUCATION:

List completed degree, major field of study, full name of college or university, month and year earned, overall grade point average.

Example:

M.S., Geological Sciences, American University, May 1985, GPA 3.75

Note: A transcript must be submitted with resumes.

LANGUAGES:

List any languages/dialects that you can speak, read or translate. Please indicate fluency/proficiency for each.

The following languages are desired:

Albanian	Hindu	Pashto	Slovak
Arabic	Hungarian	Persian	Spanish
Chinese	Indonesian	Portuguese	Turkish
Czech	Italian	Romanian	Ukrainian
French	Japanese	Russian	Urdu
German	Korean	Serbo-Croatian	Uzbek

LICENSES AND CERTIFICATES:

List any licenses and/or certificates received that are relevant to this position.

TRAINING - AWARDS

List any training courses completed and awards received that you consider valuable and relevant to your career goals. (Include dates if possible.)